

HUMAN RESOURCES

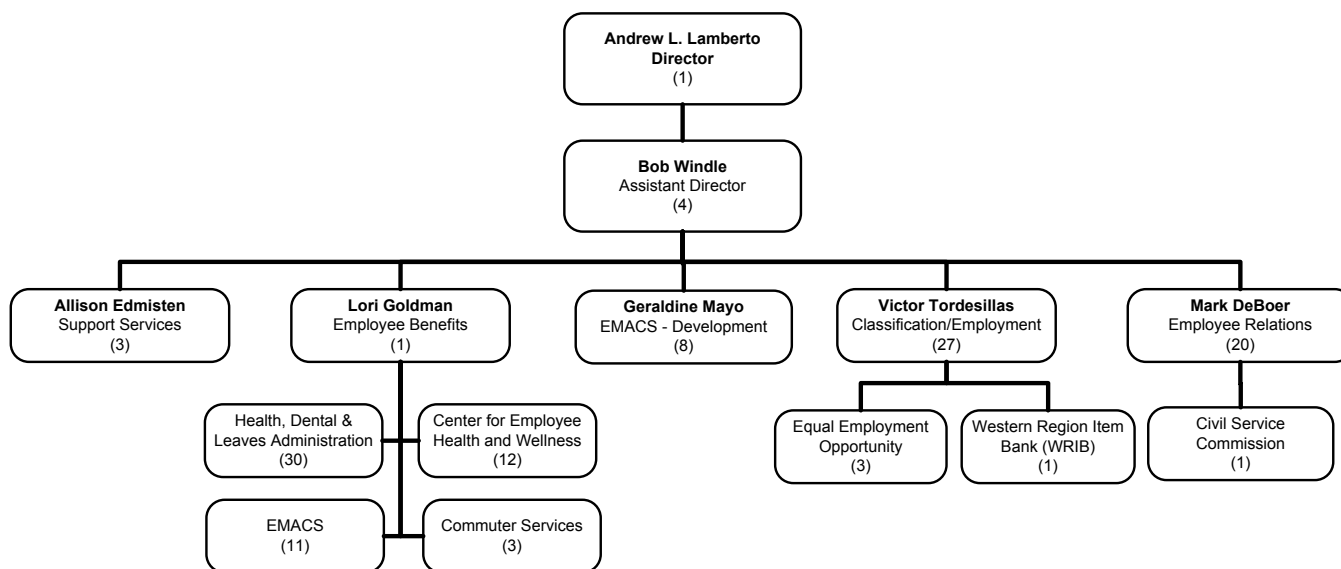
Andrew Lamberto

DEPARTMENT MISSION STATEMENT

The Human Resources Department is committed to providing effective customer service to all departments, employees, and constituents of the County of San Bernardino, through the timely delivery of innovative, quality human resources systems, programs, and services.



ORGANIZATIONAL CHART



2013-14 ACCOMPLISHMENTS

- Countywide Master Student Internship Agreements – continued efforts to secure master internship agreements to allow departments to offer unpaid interns hands-on work experience in their field of study while fulfilling an academic training requirement.
- 457(b) Deferred Compensation Plan Roth Option – introduced the Roth after-tax option for its 457(b) Deferred Compensation Plan. This option, offered alongside the County's traditional 457(b) pre-tax plan, allows employees greater flexibility in determining when plan contributions will be subject to federal income tax.
- Retirement Savings Awareness Campaign – In July 2013, HR launched an intensive educational/promotional campaign to educate employees about the benefits of saving for retirement. The theme of, "The Wonderful Wizard of Retirement Savings" was used as it has relatable and recognizable appeal to the County's multigenerational employee base. The campaign generated an estimated annual increase of \$637,000 in employee deferrals for their future retirement. The success of the campaign garnered the County a coveted First Place win for the 2014 Pension & Investment "Eddy" award.
- The Equal Employment Commission hosted its 3rd annual EOC Diversity Forum, "Navigating a Diverse Workforce," in October of 2013. In keeping with the County's Vision, the Forum emphasized the value of diversity, the County's commitment to EEO, and each department's integral role in outreach, recruitment, and succession planning.
- Conducted an audit of EMACS County payroll and benefit processes. A committee meets weekly to analyze, discuss, and interpret the economic provisions in the 13 MOU's and 3 compensation plans to ensure accurate implementation and programming of compensation and benefit provisions.



- Health Net One Way Risk Sharing Agreement – In December 2011, the County and Health Net entered into a one-way risk sharing financial arrangement. Under this arrangement, if the total amount of premiums Health Net received during Plan Year 2011-12 for the Elect Open Access Plan for active employees exceeded the County's incurred health care costs plus retention, then the excess revenue, up to \$1.5 million, would be returned to the County to be used for further benefit considerations to County employees. This agreement posed no risk to the County. In June, 2012, Health Net conducted a reconciliation of all health care and administration expenses paid by the Groups and determined that a surplus of \$2,305,641 was due to the County.
- Health Plan Contract Performance Guarantees – the County's health plans are held accountable for meeting reasonable service targets by including performance guarantees in all health plan contracts. These guarantees typically establish a certain percentage of premium at risk should the health plan fail to annually meet certain metrics. As a result of having these performance guarantees in place, in January 2014 the County received \$218,289 from Blue Shield of California.
- Partnered with the Department of Public Health, which provided support to the Healthy San Bernardino Coalition's Downtown San Bernardino Farmshare Market. This collaborative effort with the City of San Bernardino provided increased opportunities for County employees to purchase locally grown produce. County employees accounted for 22% of participation in this program during the Fall 2013 campaign.
- Interagency "Biggest Loser" Competition – In collaboration with Los Angeles County, Riverside County, and our County's health insurance providers, Human Resources co-sponsored the first ever interagency "Biggest Loser" competition. This program is intended to help reduce obesity rates and prevalence of associated chronic diseases among County employees. Improving the health of the County's workforce will help reduce the health plans' utilization and ultimately the health premium costs for the County and its employees.



COUNTY GOALS AND OBJECTIVES AND DEPARTMENT PERFORMANCE MEASURES

COUNTY GOAL: IMPROVE COUNTY GOVERNMENT OPERATIONS

- Objective(s):**
- *Monitor and evaluate operations and implement strategies to continually improve efficiency and effectiveness.*

- Department Strategy:**
- *To ensure compliance and avoid Affordable Care Act penalties, follow the current action plan to ensure all aspects of administration and reporting are addressed.*
 - *On an annual basis, audit specified components of the EMACS system in order to ensure compliance with Federal, State and MOU requirements and overall accuracy of the payroll and recordkeeping function. For 2014-15 this activity will include review of overtime/Fair Labor Standards Act (FLSA) provisions.*
 - *In accordance with the Countywide Vision, implement a strategy to increase department awareness and support for outreach, educational and training activities focused on ensuring a County workforce that reflects the diversity of our community. This strategy will include the establishment of approximately 4 departmental committees/year that will work in collaboration with HR to plan and implement department-specific strategies for diversity including recruitment, mentoring and outreach activities.*

Measurement	2012-13 Actual	2013-14 Target	2013-14 Estimate	2014-15 Target
Meet the legislative requirement of the ACA by offering coverage to >95% of full time employees.	98%	99%	99%	99%
Complete the current year EMACS audit.	N/A	N/A	N/A	100%
Number of diversity outreach, training, and education activities per participating department.	N/A	N/A	N/A	4



SUMMARY OF BUDGET UNITS

	2014-15					
	Requirements	Sources	Net County Cost	Fund Balance	Net Budget	Staffing
<u>General Fund</u>						
Human Resources	7,456,955	675,623	6,781,332			79
The Center for Employee Health and Wellness	2,152,634	2,152,634	0			12
Unemployment Insurance	4,000,500	0	4,000,500			0
Total General Fund	13,610,089	2,828,257	10,781,832			91
<u>Special Revenue Funds</u>						
Commuter Services	1,538,937	722,450		816,487		3
Employee Benefits and Services	4,616,952	3,350,235		1,266,717		31
Total Special Revenue Funds	6,155,889	4,072,685		2,083,204		34
Total - All Funds	19,765,978	6,900,942	10,781,832	2,083,204		125

5-YEAR REQUIREMENTS TREND

	2010-11	2011-12	2012-13	2013-14	2014-15
Human Resources	5,005,730	4,509,105	5,852,852	7,297,316	7,456,955
The Center for Employee Health and Wellness	437,707	1,034,048	1,979,584	2,080,388	2,152,634
Unemployment Insurance	4,010,028	4,503,268	4,000,500	4,000,500	4,000,500
Commuter Services	1,304,147	1,411,216	1,488,392	1,516,036	1,538,937
Employee Benefits and Services	3,902,200	3,722,134	3,596,366	3,543,453	4,616,952
Total	14,659,812	15,179,771	16,917,694	18,437,693	19,765,978

5-YEAR SOURCES TREND

	2010-11	2011-12	2012-13	2013-14	2014-15
Human Resources	278,392	293,300	538,084	669,917	675,623
The Center for Employee Health and Wellness	953,156	1,034,048	1,979,584	2,069,041	2,152,634
Unemployment Insurance	0	0	0	0	0
Commuter Services	677,725	593,031	669,466	693,050	722,450
Employee Benefits and Services	2,704,050	2,799,954	3,040,635	2,953,135	3,350,235
Total	4,613,323	4,720,333	6,227,769	6,385,143	6,900,942

5-YEAR NET COUNTY COST TREND

	2010-11	2011-12	2012-13	2013-14	2014-15
Human Resources	4,727,338	4,215,805	5,314,768	6,627,399	6,781,332
The Center for Employee Health and Wellness	(515,449)	0	0	11,347	0
Unemployment Insurance	4,010,028	4,503,268	4,000,500	4,000,500	4,000,500
Total	8,221,917	8,719,073	9,315,268	10,639,246	10,781,832

5-YEAR FUND BALANCE TREND

	2010-11	2011-12	2012-13	2013-14	2014-15
Commuter Services	626,422	818,185	818,926	822,986	816,487
Employee Benefits and Services	1,198,150	922,180	555,731	590,318	1,266,717
Total	1,824,572	1,740,365	1,374,657	1,413,304	2,083,204



Human Resources

DESCRIPTION OF MAJOR SERVICES

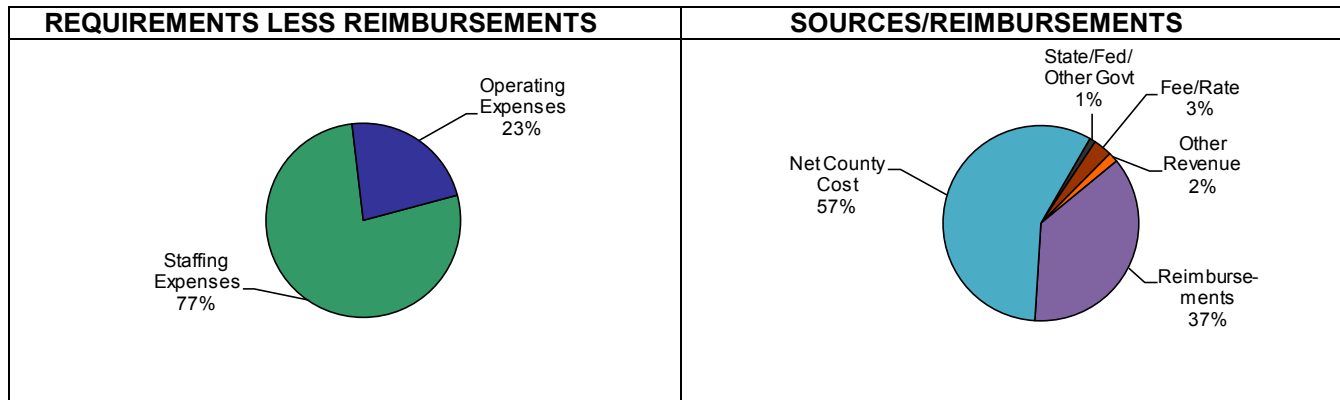
The Human Resources Department administers the County's human resources programs. This includes the responsibility for recruitment, employment testing, and certification of eligible candidates; establishment and maintenance of classification and compensation systems and practices; employee relations; employee benefits; systems and program administration for the Employee Management and Compensation System (EMACS); and the Equal Employment Opportunity Office. Human Resources also shares responsibility, through a partnership with Human Services, for Countywide organizational and employee development.

In addition, the department is responsible for the management of the Western Region Item Bank (WRIB), a cooperative, computer-based test question bank used by 120 public agencies to develop employment tests. Each WRIB participating agency pays an annual fee.

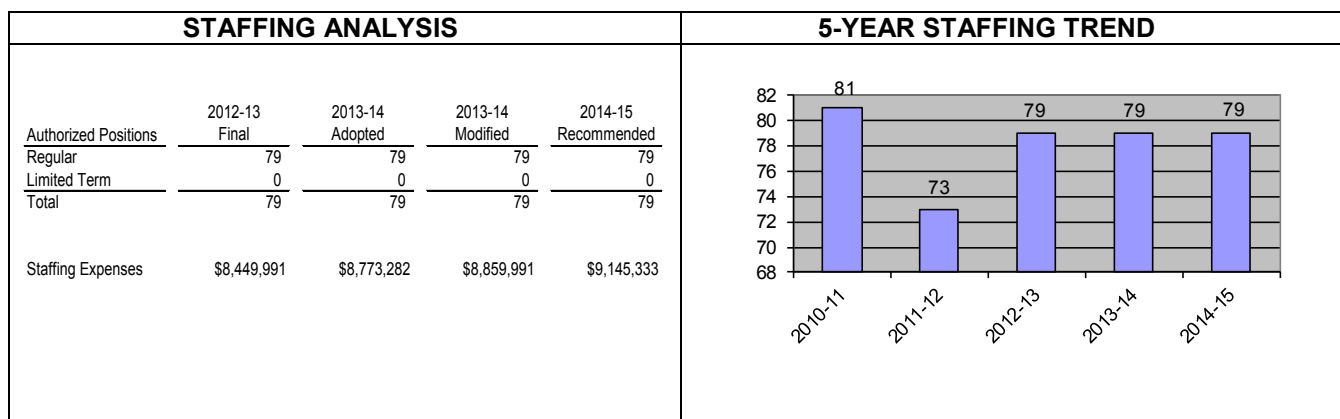
Budget at a Glance

Requirements Less Reimbursements*	\$11,828,162
Sources/Reimbursements	\$5,046,830
Net County Cost	\$6,781,332
Total Staff	79
Funded by Net County Cost	57%
*Includes Contingencies	

2014-15 RECOMMENDED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2014-15 RECOMMENDED BUDGET

GROUP: Administration
DEPARTMENT: Human Resources
FUND: General

BUDGET UNIT: AAA HRD
FUNCTION: General
ACTIVITY: Personnel

	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Estimate	2013-14 Modified Budget	2014-15 Recommended Budget	Change From 2013-14 Modified Budget
Requirements							
Staffing Expenses	7,965,434	7,519,526	8,157,472	8,788,282	8,859,991	9,145,333	285,342
Operating Expenses	682,278	1,079,047	1,355,455	2,438,564	2,633,854	2,682,829	48,975
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	8,647,712	8,598,573	9,512,927	11,226,846	11,493,845	11,828,162	334,317
Reimbursements	(3,641,984)	(4,149,170)	(4,026,135)	(4,209,086)	(4,196,529)	(4,371,207)	(174,678)
Total Appropriation	5,005,728	4,449,403	5,486,792	7,017,760	7,297,316	7,456,955	159,639
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	5,005,728	4,449,403	5,486,792	7,017,760	7,297,316	7,456,955	159,639
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	114,677	131,242	131,242	118,382	(12,860)
Fee/Rate	250,470	236,010	304,024	336,921	369,675	363,241	(6,434)
Other Revenue	27,922	57,218	185,123	119,000	169,000	194,000	25,000
Total Revenue	278,392	293,228	603,824	587,163	669,917	675,623	5,706
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	278,392	293,228	603,824	587,163	669,917	675,623	5,706
Net County Cost	4,727,336	4,156,175	4,882,968	6,430,597	6,627,399	6,781,332	153,933
Budgeted Staffing					79	79	0

MAJOR EXPENDITURES AND REVENUE IN 2014-15 RECOMMENDED BUDGET

Staffing expenses make up the majority of the department's expenditures within this budget unit. These expenses are necessary to provide human resources services to the County's approximately 20,000 employees. Sources primarily represent revenue from WRIB memberships and reimbursements from other departments for administrative services provided.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are increasing by \$159,639 primarily as a result of increased staffing costs. These costs are rising due to retirement cost increases and multiple upcoming retirements for long term employees which has resulted in an increase in termination benefits. In addition, operating expenses are increasing due to the ISD development costs for the new software application for WRIB. These increases are offset by an increase in reimbursements for staffing costs charged to departments for services provided. Sources are increasing by \$5,706 due to additional revenue from other departments for advertising and executive recruitments.

The Net County Cost for the department is primarily increasing as a result of a one-time allocation of \$150,000 for the development of the new software application mentioned above for WRIB.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$9.1 million fund 79 budgeted regular positions. The budget includes the reclassification of a Personnel Technician to an Office Specialist for the WRIB section of the Employment Division.



2014-15 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administration	8	0	8	8	0	0	8
Classification/Employment	27	0	27	26	1	0	27
Equal Employment Opportunity	3	0	3	3	0	0	3
Western Region Item Bank	1	0	1	1	0	0	1
Employee Relations	20	0	20	19	1	0	20
Civil Service Commission	1	0	1	1	0	0	1
EMACS	19	0	19	18	1	0	19
Total	79	0	79	76	3	0	79

Administration	Classification/Employment	Equal Employment Opportunity
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Director of Human Resources	1 Human Resources Division Chief	1 Human Resources Analyst II
1 Asst Director of Human Resources	1 Executive Secretary I	1 Human Resources Analyst I
1 Human Resources Analyst II	2 Human Resources Analyst II	1 Personnel Technician
1 Administrative Analyst III	1 Testing & Certification Supervisor	3 Total
1 Accountant II	12 Human Resources Analyst I	
1 Labor Relations Financial Analyst	2 Personnel Technician	
1 Fiscal Specialist	1 Office Assistant IV	
1 Executive Secretary II	7 Office Assistant III	
8 Total	27 Total	
Western Region Item Bank	Employee Relations	Civil Service Commission
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Office Specialist	1 Human Resources Division Chief	1 Secretary, Civil Service Commission
1 Total	1 Executive Secretary I	1 Total
	15 Human Resources Officer II	
	3 Human Resources Officer I	
	20 Total	
EMACS		
<u>Classification</u>		
1 EMACS Manager		
1 EMACS-HR Supervisor		
1 Human Resources Analyst II		
1 Systems Procedures Analyst II		
4 Systems Procedures Analyst I		
1 Staff Analyst I		
9 Office Specialist		
1 Office Assistant III		
19 Total		



The Center for Employee Health and Wellness

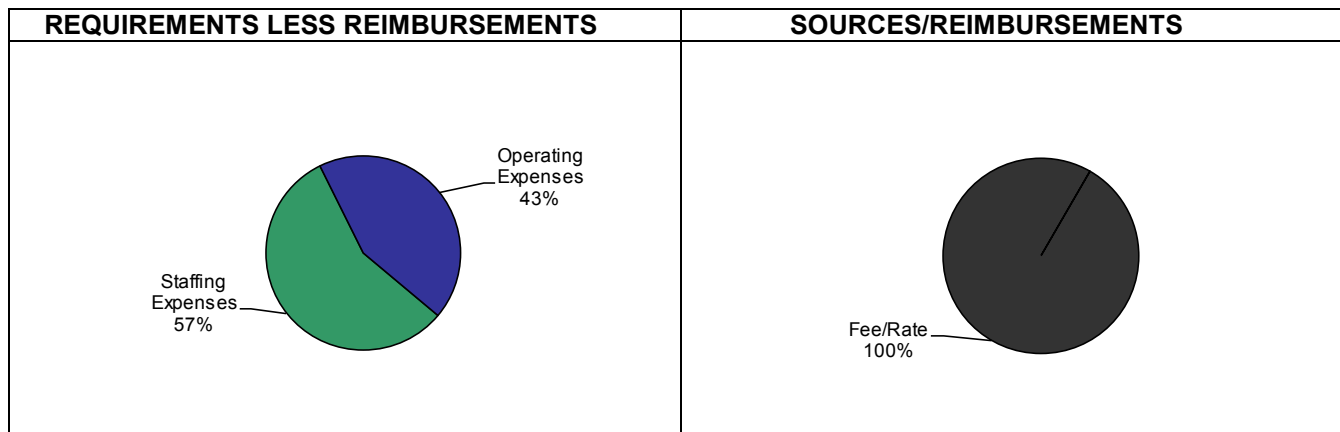
DESCRIPTION OF MAJOR SERVICES

The Center for Employee Health and Wellness (CEHW) is part of the Employee Benefits and Services Division. The CEHW is responsible for employee and applicant pre-placement and in-service medical examinations, medical records, representing the County in hearings before the Civil Service Commission regarding appeals of medical findings, and advising the County's management on compliance with Occupational Safety and Health Administration (OSHA) regulations and occupational medical problems.

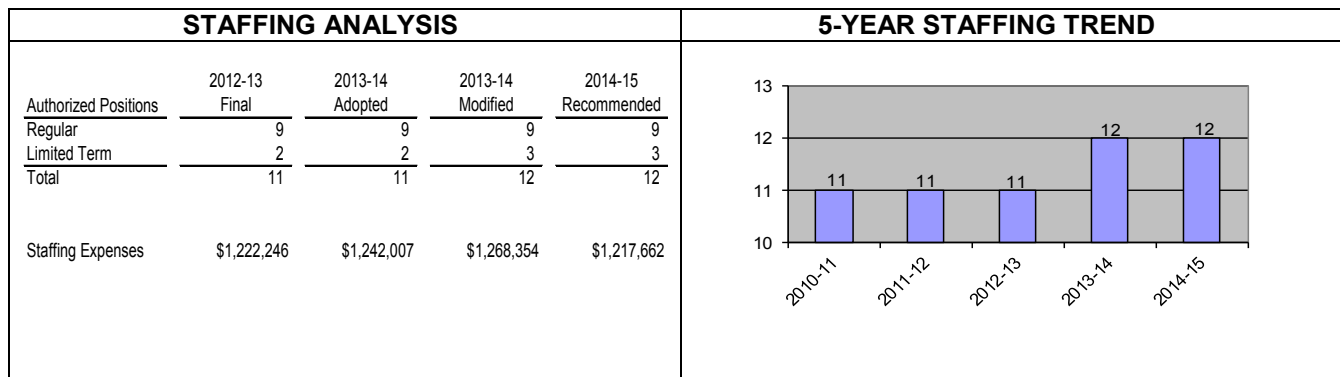
Budget at a Glance

Requirements Less Reimbursements*	\$2,152,634
Sources/Reimbursements	\$2,152,634
Net County Cost	\$0
Total Staff	12
Funded by Net County Cost	0%
*Includes Contingencies	

2014-15 RECOMMENDED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2014-15 RECOMMENDED BUDGET

GROUP: Administration
DEPARTMENT: Human Resources
FUND: General

BUDGET UNIT: AAA OCH
FUNCTION: General
ACTIVITY: Personnel

	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Estimate	2013-14 Modified Budget	2014-15 Recommended Budget	Change From 2013-14 Modified Budget
Requirements							
Staffing Expenses	1,142,098	1,115,968	1,174,789	1,144,383	1,268,354	1,217,662	(50,692)
Operating Expenses	665,121	617,536	565,561	681,705	812,034	934,972	122,938
Capital Expenditures	0	0	6,075	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	1,807,219	1,733,504	1,746,425	1,826,088	2,080,388	2,152,634	72,246
Reimbursements	(1,369,513)	(780,189)	0	0	0	0	0
Total Appropriation	437,706	953,315	1,746,425	1,826,088	2,080,388	2,152,634	72,246
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	437,706	953,315	1,746,425	1,826,088	2,080,388	2,152,634	72,246
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	953,156	1,046,222	1,803,606	1,893,440	2,069,041	2,152,634	83,593
Other Revenue	0	0	32	0	0	0	0
Total Revenue	953,156	1,046,222	1,803,638	1,893,440	2,069,041	2,152,634	83,593
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	953,156	1,046,222	1,803,638	1,893,440	2,069,041	2,152,634	83,593
Net County Cost	(515,450)	(92,907)	(57,213)	(67,352)	11,347	0	(11,347)
Budgeted Staffing					12	12	0

MAJOR EXPENDITURES AND REVENUE IN 2014-15 RECOMMENDED BUDGET

Staffing expenses make up the majority of the department's expenditures in this budget unit for 2014-15. These expenses are necessary in order to provide employee and applicant pre-placement and in-service medical examinations to the County's approximately 19,000 employees, as well as employees of various external agencies. Revenue is collected for various pre-placement and in-service medical examinations, through fees charges in accordance with the County's fee ordinance.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are increasing by \$72,246 and revenue is increasing by \$83,593 primarily as a result of increased fees for services provided. The CEHW is completely fee based and departments will be billed based on a fee for service.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$1.2 million fund 12 budgeted positions of which 9 are regular positions and 3 are limited term positions. There have been no staffing changes in this budget unit.



2014-15 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
CEHW	9	3	12	12	0	0	12
Total	9	3	12	12	0	0	12

CEHW

Classification

- 1 Chief of Clinical Operations
- 1 Sprvsg Occupational Health Physician
- 2 Nurse Practitioner II
- 1 Con Occupational Physician Assistant
- 1 Licensed Vocational Nurse II
- 1 Registered Nurse II-Clinic
- 1 Office Assistant IV
- 4 Clinic Assistant
- 12 Total



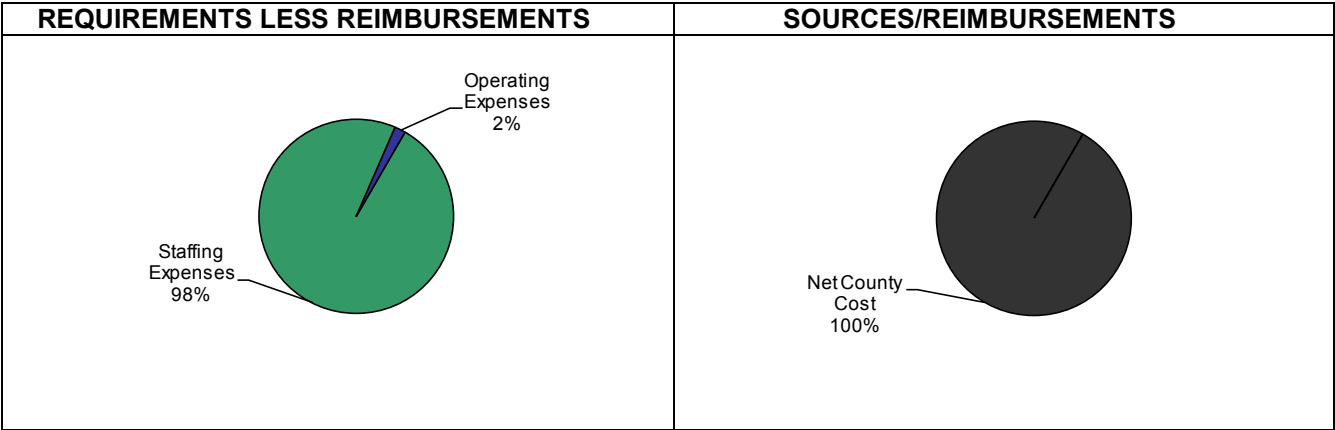
Unemployment Insurance

DESCRIPTION OF MAJOR SERVICES

This is a mandated program based upon a 1978 amendment to the California Unemployment Insurance Code extending unemployment insurance benefits to all public employees. Management’s objective for the program is cost containment. Unemployment insurance claims filed by former County employees are monitored, reviewed for eligibility, and challenged when appropriate to prevent abuse of the program.

Budget at a Glance	
Requirements Less Reimbursements*	\$4,000,500
Sources/Reimbursements	\$0
Net County Cost	\$4,000,500
Total Staff	0
Funded by Net County Cost	100%
*Includes Contingencies	

2014-15 RECOMMENDED BUDGET



ANALYSIS OF 2014-15 RECOMMENDED BUDGET

GROUP: Administration
 DEPARTMENT: Human Resources-Unemployment Insurance
 FUND: General

BUDGET UNIT: AAA UNI
 FUNCTION: General
 ACTIVITY: Personnel

	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Estimate	2013-14 Modified Budget	2014-15 Recommended Budget	Change From 2013-14 Modified Budget
Requirements							
Staffing Expenses	3,968,036	4,453,787	2,733,810	3,569,299	3,935,785	3,928,714	(7,071)
Operating Expenses	41,991	49,477	46,253	64,715	64,715	71,786	7,071
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	4,010,027	4,503,264	2,780,063	3,634,014	4,000,500	4,000,500	0
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	4,010,027	4,503,264	2,780,063	3,634,014	4,000,500	4,000,500	0
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	4,010,027	4,503,264	2,780,063	3,634,014	4,000,500	4,000,500	0
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	0	0	0	0	0	0	0
Total Revenue	0	0	0	0	0	0	0
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	0	0	0	0	0	0	0
Net County Cost	4,010,027	4,503,264	2,780,063	3,634,014	4,000,500	4,000,500	0
				Budgeted Staffing	0	0	0

MAJOR EXPENDITURES AND REVENUE IN 2014-15 RECOMMENDED BUDGET

Staffing expenses of \$3.9 million represent the amount available for unemployment claims to be paid during 2014-15. Operating expenses of \$71,786 represent the quarterly payment for administration of the unemployment insurance claims, as well as transfers for internal staffing expenses for administration of the program.

BUDGET CHANGES AND OPERATIONAL IMPACT

There are minimal changes to this budget unit.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$3.9 million do not fund any positions. As mentioned above, staffing expenses represent the amount available for unemployment claims.



Commuter Services

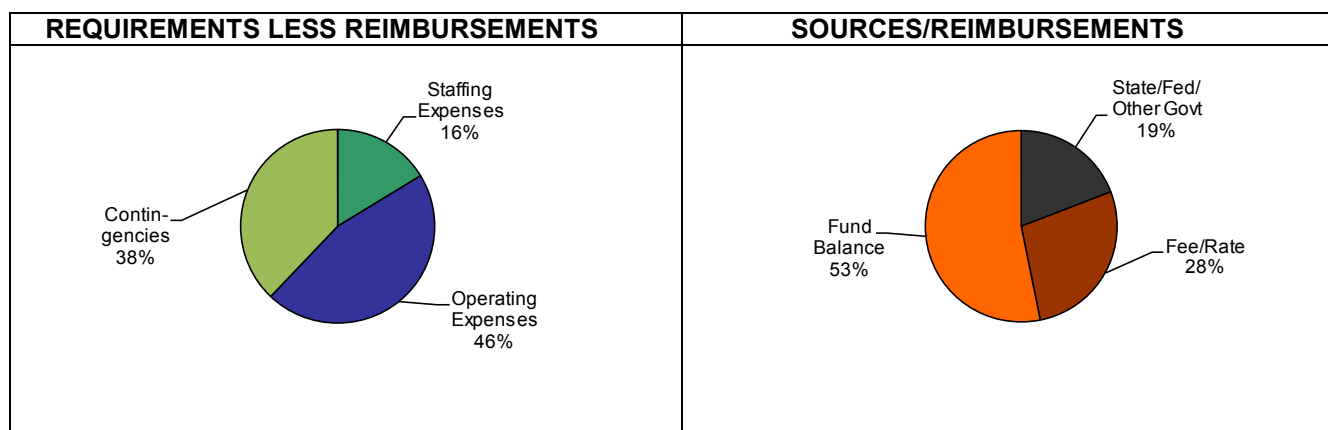
DESCRIPTION OF MAJOR SERVICES

The Commuter Services budget unit was established to account for funds received under AB 2766 to fund mobile source air pollution reduction programs. AB 2766 authorizes air pollution control districts to levy fees on motor vehicles to be used to reduce air pollution. Under this program, the Department of Motor Vehicles collects fees and remits amounts to the appropriate Air Quality Management District (AQMD) for vehicles registered within the district. This budget unit receives AB 2766 funding from both the South Coast Air Quality Management District (SCAQMD) and the Mojave Desert Air Quality Management District (MDAQMD).

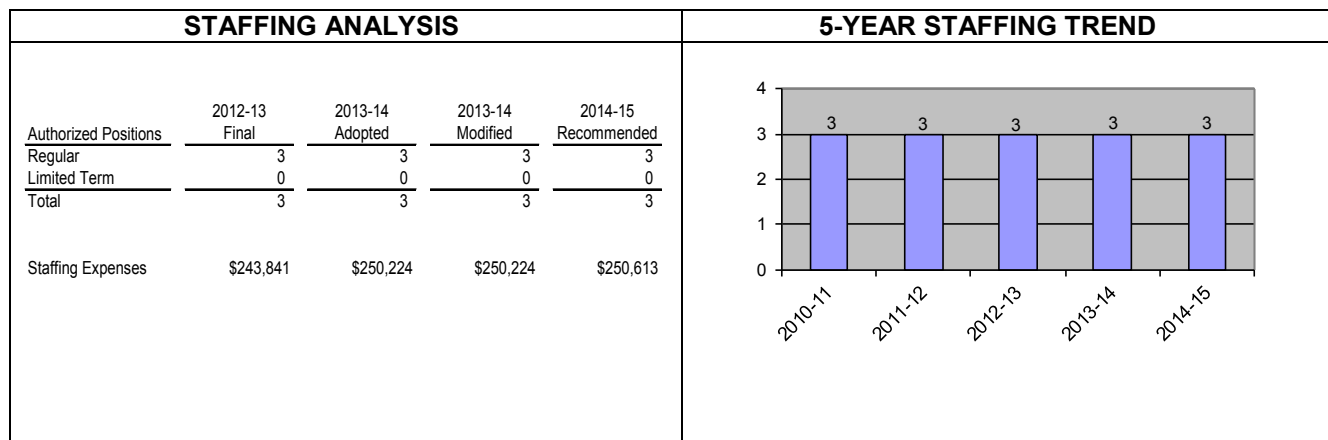
Budget at a Glance

Requirements Less Reimbursements*	\$1,538,937
Sources/Reimbursements	\$722,450
Fund Balance	\$816,487
Use of Fund Balance	\$233,370
Total Staff	3
*Includes Contingencies	

2014-15 RECOMMENDED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2014-15 RECOMMENDED BUDGET

GROUP: Administration
DEPARTMENT: Human Resources
FUND: Commuter Services

BUDGET UNIT: SDF HRD
FUNCTION: Health and Sanitation
ACTIVITY: Health

	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Estimate	2013-14 Modified Budget	2014-15 Recommended Budget	Change From 2013-14 Modified Budget
Requirements							
Staffing Expenses	245,771	181,024	206,185	241,051	250,224	250,613	389
Operating Expenses	240,190	474,017	487,889	443,744	694,037	705,207	11,170
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	571,775	583,117	11,342
Total Exp Authority	485,961	655,041	694,074	684,795	1,516,036	1,538,937	22,901
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	485,961	655,041	694,074	684,795	1,516,036	1,538,937	22,901
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	485,961	655,041	694,074	684,795	1,516,036	1,538,937	22,901
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	288,632	275,958	306,639	336,774	289,300	293,700	4,400
Fee/Rate	263,806	374,672	386,066	339,002	400,000	425,000	25,000
Other Revenue	125,286	5,151	5,429	2,520	3,750	3,750	0
Total Revenue	677,724	655,781	698,134	678,296	693,050	722,450	29,400
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	677,724	655,781	698,134	678,296	693,050	722,450	29,400
Fund Balance					822,986	816,487	(6,499)
Budgeted Staffing					3	3	0

MAJOR EXPENDITURES AND REVENUE IN 2014-15 RECOMMENDED BUDGET

Operating expenses make up the majority of the expenditures within this budget unit. These expenses include charges for operating vanpools and other ride share programs. Sources include payroll deductions from employees participating in the rideshare programs, as well as funds from the Air Quality Management Districts.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are rising slightly as a result of escalating rideshare costs due to anticipated increased participation. These costs are offset by employee payroll deductions which accounts for the increase in sources for this budget unit.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$250,613 fund 3 budgeted regular positions. There have been no staffing changes in this budget unit.



2014-15 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Commuter Services	3	0	3	3	0	0	3
Total	3	0	3	3	0	0	3

Commuter Services

Classification

- 1 Human Resources Analyst I
- 1 Office Specialist
- 1 Office Assistant III
- 3 Total

Employee Benefits and Services

DESCRIPTION OF MAJOR SERVICES

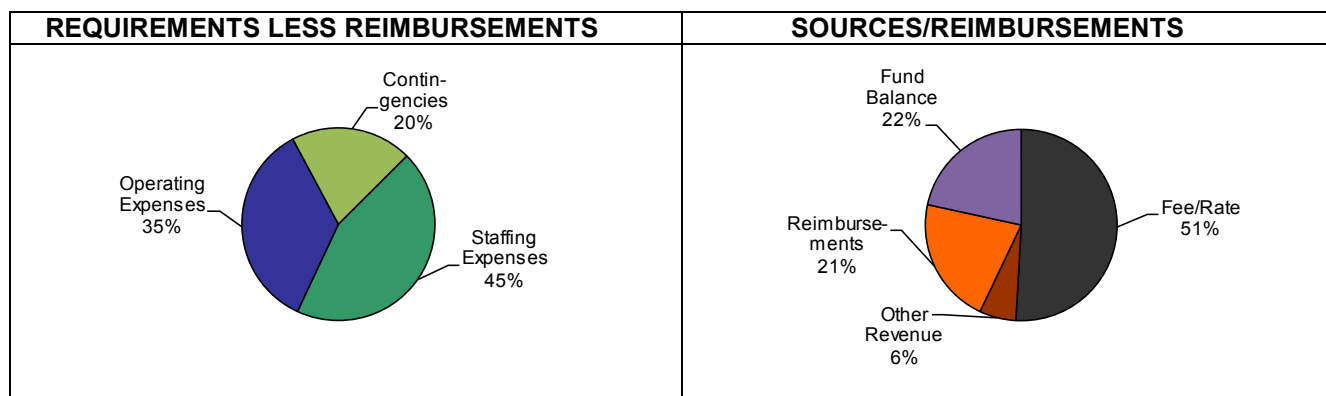
Employee Benefits and Services, under the direction of the Human Resources Department, administers the County's health, dental, vision and life insurance plans as well as its integrated leave programs.

Budget at a Glance

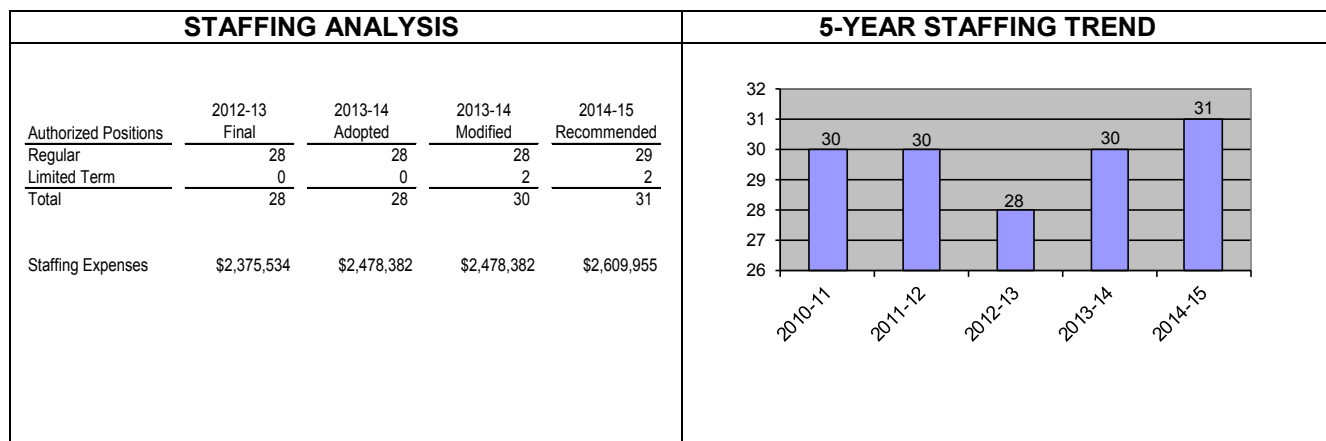
Requirements Less Reimbursements*	\$5,869,665
Sources/Reimbursements	\$4,602,948
Fund Balance	\$1,266,717
Use of Fund Balance	\$74,604
Total Staff	31

*Includes Contingencies

2014-15 RECOMMENDED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2014-15 RECOMMENDED BUDGET

GROUP: Administration
DEPARTMENT: Human Resources
FUND: Employee Benefits & Services

BUDGET UNIT: SDG HRD
FUNCTION: Health and Sanitation
ACTIVITY: Health

	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Estimate	2013-14 Modified Budget	2014-15 Recommended Budget	Change From 2013-14 Modified Budget
Requirements							
Staffing Expenses	2,490,428	2,419,254	2,375,534	2,438,623	2,478,382	2,609,955	131,573
Operating Expenses	1,714,059	1,743,437	1,516,799	1,618,400	1,663,602	2,067,597	403,995
Capital Expenditures	29,299	0	0	0	0	0	0
Contingencies	0	0	0	0	671,354	1,192,113	520,759
Total Exp Authority	4,233,786	4,162,691	3,892,333	4,057,023	4,813,338	5,869,665	1,056,327
Reimbursements	(1,251,795)	(1,192,760)	(1,262,986)	(1,269,885)	(1,269,885)	(1,252,713)	17,172
Total Appropriation	2,981,991	2,969,931	2,629,347	2,787,138	3,543,453	4,616,952	1,073,499
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	2,981,991	2,969,931	2,629,347	2,787,138	3,543,453	4,616,952	1,073,499
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	13,654	14,419	15,145	15,845	0	0	0
Fee/Rate	2,679,292	2,587,225	2,581,807	3,146,434	2,950,135	2,987,135	37,000
Other Revenue	11,104	1,024	66,983	301,258	3,000	363,100	360,100
Total Revenue	2,704,050	2,602,668	2,663,935	3,463,537	2,953,135	3,350,235	397,100
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	2,704,050	2,602,668	2,663,935	3,463,537	2,953,135	3,350,235	397,100
Fund Balance					590,318	1,266,717	676,399
Budgeted Staffing					30	31	1

MAJOR EXPENDITURES AND REVENUE IN 2014-15 RECOMMENDED BUDGET

Staffing expenses are the majority of the department's expenditures within this budget unit. These expenses are necessary to manage the County employee health, dental, vision, life insurance and integrated leave plan benefits. Sources of \$3.3 million primarily represent revenue from Administrative Fees for managing the employee benefit programs.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are increasing by \$1.1 million as a result of an additional position, increased costs for computer replacement, desktop support, and data processing. This increase in expenses is offset with additional revenue collected for Family Medical Leave (FML) administration fees and the use of a portion of fund balance. During 2014-15 the administrative charges that are collected from employees participating in benefit plans and programs will be reviewed as these charges are meant to offset increases in operating costs. Contingencies have increased due to an increase of available fund balance for future one-time costs.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$2.6 million fund 31 budgeted positions of which 29 are regular positions and 2 are limited term positions. The department is adding a Fiscal Specialist position to assist with the accounts receivable and accounts payable for health and dental premiums.



2014-15 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Employee Benefits and Services	29	2	31	30	0	1	31
Total	29	2	31	30	0	1	31

Employee Benefits and Services

Classification

- 1 Human Resources Division Chief
- 2 Human Resources Analyst II
- 5 Human Resources Analyst I
- 3 Staff Analyst II
- 1 Accounting Technician
- 1 Fiscal Specialist
- 2 Supervising Office Specialist
- 11 Office Specialist
- 1 Executive Secretary I
- 2 Office Assistant III
- 2 Public Service Employee
- 31 Total

